



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

December 21, 2005

To: School Administrator

From: Rosalyn Wieberg, Assistant Director  
Educator Recruitment and Retention

Subject: District Career Ladder Participant Verification  
Application for Approval of District Career Ladder Plan  
Assessment of Career Ladder Plan and Activities  
State Review of Career Ladder Plans  
Career Ladder Timetable for Academic Year

### District Career Ladder Participant Verification

Enclosed for your verification is a list of your district's current Career Ladder participants. Carefully review this list for each stage. The list identifies the match for each participant.

Status codes are listed in the column to the right of the individual's name. If no status code is present, that individual is cleared for participation. If a status code is present, the district is not scheduled to receive payment for that individual.

**If changes to the list are needed, please make those changes on the individual's core data screen and indicate on the form that a change has been made by the district. Sign the form and return it to the Educator Recruitment and Retention office no later than January 15, 2006.**

This verification list must be signed by the superintendent and returned to this office on or before **January 15, 2006**, whether or not changes are needed. After that date, a final budget will be submitted to the legislature.

### Application for Approval of District Career Ladder Plan

Also enclosed is the Application for Approval of District Career Plan, which is due **April 15, 2006**. Please provide the exact number of participants on each stage. Each district who wishes to participate in the Career Ladder Program must prepare a District Career Ladder Plan (DCLP). The plan designs the program and specifies how it will work in the individual districts. Prior to initial approval, a district must submit a copy of their plan to the Department of Elementary and Secondary Education (DESE). In subsequent years, a district may choose to revise their original plan. If revisions are made on any part of the plan, those revisions must be highlighted and sent to DESE with the Application for Approval. If no changes are made, districts do not need to submit any portion of their plan.

**NOTE:** If your District Career Ladder Plan is scheduled for state review in 2006-2007 (see list), an updated, board approved DCLP must be submitted to DESE along with the application due **April 15, 2006**. Please highlight any revisions made to the plan.

#### Assessment of Career Ladder Plan and Activities

The Assessment of Career Ladder Plan and Activities is due **June 15, 2006**. Accurate reporting of information is necessary for the annual report submitted to the Missouri Legislature. The annual report is used to gauge the overall success of the Career Ladder Program.

#### State Review of District Career Ladder Plans

According to our records (see list), your district's Career Ladder Plan is due for state review in 2006-2007. If your school district is listed, it is recommended that your district committee meet, revise and make necessary revisions to the current district plan. Highlight any changes, and submit an updated, board approved copy to DESE along with the application due **April 15, 2006**.

The fall Career Ladder technical assistance schedule will be posted on the web and mailed to the districts in August.

#### Career Ladder Timetable for the Academic Year

Please keep the timetable for the academic year for a quick reference to the Career Ladder Program deadlines.

#### Submission Guidelines

District forms may be submitted to DESE by:

- a) Mailing original copies to :  
Department of Elementary and Secondary Education  
Educator Recruitment and Retention  
PO Box 480  
Jefferson City, MO 65102-0480
- b) Via the Internet  
[www.dese.mo.gov](http://www.dese.mo.gov)  
Click on "Programs & Services A-Z"  
Click on "C" for Career Ladder

Please contact the Educator Recruitment and Retention office at (573) 751-1191 or email [Rosalyn.Wieberg@dese.mo.gov](mailto:Rosalyn.Wieberg@dese.mo.gov) if you have questions or need assistance regarding these matters.

c: Career Ladder Chairperson

Enclosures (in original letter only)